

OP MEMORANDUM NO. 20-60-31

6 July 1982

**Official Record Copy**  
**Office of Personnel**

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Uniform Promotion System and Promotion Certificates

RESCISSION: OPM 20-60-14 dated 16 November 1978 and OPM 20-79-4 dated  
5 March 1979

1. The Uniform Promotion System provides for annual or semi-annual promotion exercises at the option of the individual Career Services for promotion to GS-07 and above. The promotion dates are related to the Performance Appraisal Report schedule, generally allowing for a minimum of approximately 120 days after the ending date of the evaluation period, with the promotion to be effective the first pay period thereafter. (For promotion to SIS, there are a minimum of approximately 150 days from the ending date of the evaluation period to the effective date of the promotion; and for promotion within SIS, a minimum of approximately 90 days.)

2. Effective dates of promotion may be delayed for up to 90 days to take advantage of a Within Grade Increase (WGI) due during that period. The operating official has the responsibility for making the employee aware of the possible future impact of a delayed promotion date. The employee may submit a request to the Director of Personnel for an adjustment in the promotion date selected by the operating component.

3. Components preparing promotion personnel actions or requesting contract amendments for promotion purposes are responsible for specifying the effective dates of promotion. These dates, however, are subject to verification by Transactions and Records Branch (TRB) or Contract and Allowances Division (CAD). (See attachment for the appropriate dates for FY-1982.)

° For promotions to GS-15 and below, the personnel actions for the grade group being promoted, including actions which have deferred effective dates to allow for processing a WGI, must be received by TRB or CAD 10 working days before the beginning of the pay period established for the grade group.

° For promotions to and within the SIS, the personnel actions are forwarded directly to the office of the Director of Personnel from the heads of the Career Services and the Chairman of the "E" Career Service, and must be received 60 days in advance.

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4. Certificates of Promotion to GS-15 and below will be prepared by TRB for staff employees, and by CAD for contract employees. Individuals responsible for personnel matters in the components will be notified when the Certificates of Promotion have been prepared for both the uniform promotion group and those personnel for whom there is no established schedule (personnel in grades GS-05 and below). Components in the Headquarters Building will make arrangements to collect the completed certificates from TRB and CAD; components located outside the Headquarters Building may choose to pick up the certificates or have them mailed.

5. Certificates of Promotion to and within SIS will be prepared by the Protocol Branch and presented by the DCI/DDCI at an appropriate semiannual ceremony.

6. In recognition of the importance of an employee's career advancement to both the individual and the Agency, it is recommended that an appropriate ceremony accompany the awarding of all Certificates of Promotion.

[Redacted Signature Box]

/s/ James N. Glerum  
Director of Personnel

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Attachment

Approved For Release 2007/12/14 : CIA-RDP92-00455R000200030010-9

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